

25X1A

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b. Press Items of Interest. [REDACTED] said that on Monday we could look for the Newsweek article on the Intelligence Community which he said promises to be a good article. At last reports the Director's picture will be on the cover. Also on Monday, Time, U.S. News and World Report and the New York Times are scheduled to carry items on the KGB's recent difficulty in London.

3. Items of interest from the DD/S Staff Meeting:

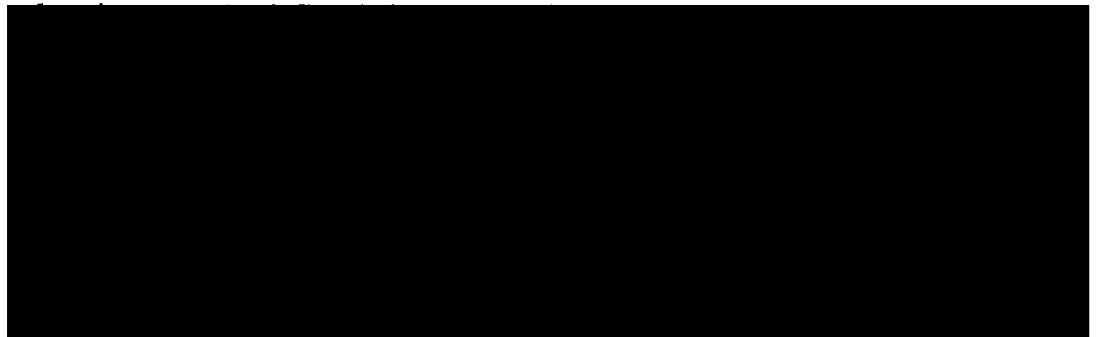
a. Support Officers' 19-21 September 1971 Conference. Concerning the recent Support Officers' Conference, Mr. Coffey said that all came away, regardless of age, with the feeling that it was a successful and useful meeting. One of the things that impressed Mr. Coffey was that the ideas of the old and young in the Career Service were targetted in pretty much the same directions. In light of this conference, Mr. Coffey noted that the upcoming Office Directors' meeting takes on increasing importance.

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b. Support Directorate Annual Awards Ceremony Set for 1000 Hours, 7 October 1971. [REDACTED] is handling arrangements. A film of the Director's presentation at the Annual Awards Ceremony will be shown in color. Of the [REDACTED] employees in the 25X1A Support Directorate, about one-half will be present. This year, seats will be assigned; tickets will contain seat numbers. Additional details will be available later on this week.

c. EAA Third Annual Activities Fair. The fair will take place the week of 11 October. There will be two auditorium events, some 40 tables, displays and various activities in "J" corridor. The employees' art exhibit will be in "D" corridor. The Garden Club will have a display. All employees should be encouraged to participate in the fair.

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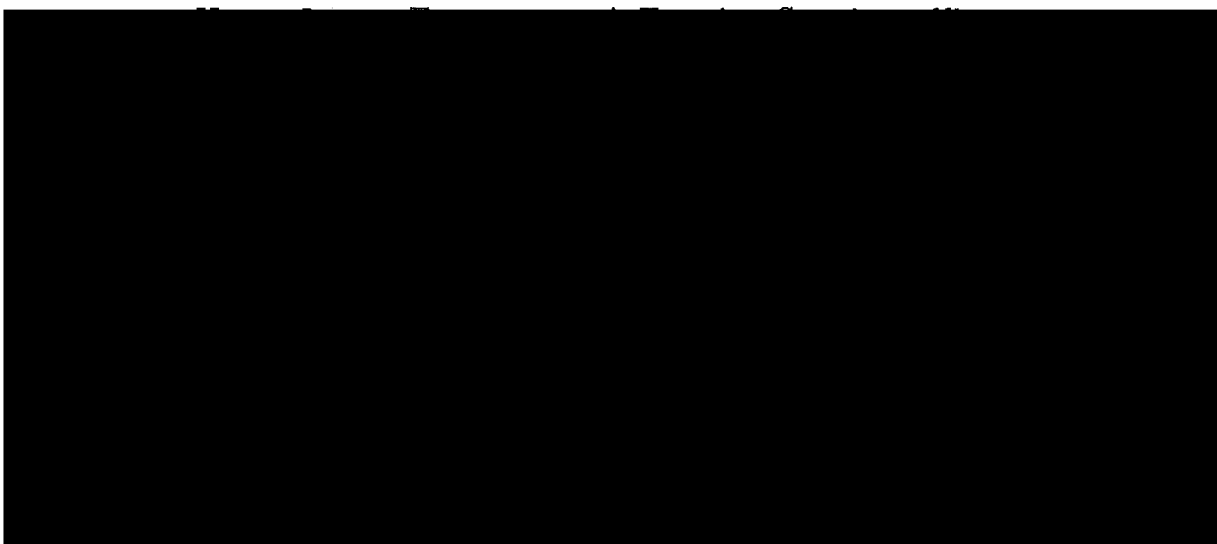
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d. Fine Arts Commission. [REDACTED] Chairman of the F.A.C. (extension 7597) spoke to the group on steps each of us might be aware of or take to improve and preserve our environment. A few of his suggestions were:

- (1) Understanding of furniture schedules and procedures. Return of furniture that is excess.
- (2) Wastebaskets and excess equipment in halls.
- (3) Talk to couriers with regard to wall damage and elevator door damage.
- (4) Spilled drinks - call attention to immediate clean-up.
- (5) Signs.
- (6) Elevator freight lobbies - return of cafeteria trays found there and elsewhere.

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f. New DDP/SSU. [REDACTED] will be replaced as DDP/SSU by [REDACTED] about mid-October.

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BD on New Payroll System

Agenda Items for DDP Staff Meeting - 29 September 1971

1. Personnel Announcements:

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Now

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

SSA/DDS
Room 7D16
Headquarters

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

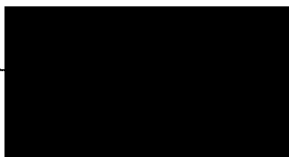
RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.



29 [Signature]

2.

29 [Signature]

3.

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Fran - file

EYES ONLY

4.

5.

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